



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

FISCAL/ADMINISTRATIVE OFFICER

Office of the Commissioner - Fiscal Services Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Fiscal/Administrative Officer
Location: 410 Capitol Avenue, Hartford, CT 06106
Job Posting No: OC115029
Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary Range: (AR 23) \$66,213.00 - \$85,597.00 (*NEW State Employees start at minimum salary)
Posting Date: November 21, 2016 **Closing Date:** December 5, 2016

Eligibility Requirement:

Candidates must have applied for and passed the Fiscal/Administrative Officer exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include: This position independently performs fiscal and administrative duties related to new contracts, review of contract requests, determination of contract type, and obtaining required documents and management of the contract Pre-Authorization process. This position works with program staff to revise template and non-templated contract language; consults with Contract Fiscal Staff and Program Staff on OPM submissions for approval to contract; reviews contract budgets for accuracy and conformance with agency spending plan; reviews contractor audits, updates and maintain contract data in internal Contract Management System to track progress of contracts, amendments and reports; creates contract status reports through database; develops contracting policies and procedures and training sessions for program staff and private non-profit providers; may participate in the RFP process as needed. A primary function of this position is the management of invoicing and payments against Department contracts. This function includes receipt of all contract invoices, review and comparison with contract requirements to ensure conformance, assurance of services rendered with Program staff, internal tracking and monitoring of contract balances, creation and maintenance of CORE Contracts and liaison with DMHAS Fiscal Services for payment processing.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment ([CT-HR-12](#)). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
MHAOOCHR@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (P-5)